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*For additional information  
or to submit an application and  
resume contact:*

**CITY OF SAN BRUNO  
HUMAN RESOURCES  
567 El Camino Real  
San Bruno, CA 94066  
Phone: (650) 616-7055  
Fax: (650) 742-6515  
[hr@ci.sanbruno.ca.us](mailto:hr@ci.sanbruno.ca.us)**

*Apply on line at  
<http://www.sanbruno.ca.gov>*

***Deadline for First Review:  
Friday, July 30, 2004***

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# The City of San Bruno



*Invites Your Application For  
**Principal Civil Engineer***



***The current salary is  
\$86,340—\$105,948 Annually  
(plus a generous benefit package)***

The City of San Bruno supports workforce diversity and is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin, in its employment actions, decisions, policies and practices. The City of San Bruno complies with the employment provisions of the Americans with Disabilities Act (ADA). Contact us at (650) 616-7055 to discuss your needs.

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## ***THE CITY***

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San Bruno is known as the “City with a Heart” and is located in San Mateo County, 12 miles south of San Francisco and immediately adjacent to the San Francisco International Airport. The population is 40,165. San Bruno is an ethnically diverse city with an established single-family residential population. Located along Highway 101 and Interstate 280, the City enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area. San Bruno’s residents enjoy a small town atmosphere within a large metropolitan area. The GAP corporate headquarters, Golden Gate National Cemetery, National Archives Pacific Sierra Region, Skyline College, a downtown shopping area with an international flavor and regional shopping centers all call San Bruno home. A new BART station, with the adjoining San Bruno Police Plaza, opened in June 2003.

For the sports enthusiast, the San Francisco Forty-Niners and Giants play nearby, and the Golden Gate National Recreation Area is located within minutes of San Bruno.

San Bruno was incorporated as a City on December 23, 1914. The City is a full-service city with 242 full-time employees, a 2003/2004 general fund budget of \$39,292,800 and a total budget of \$59,606,800. The City has the following departments: Cable Television (one of the largest municipally owned cable systems in the United States), Community Development, Finance, Fire, Library, Police, Public Works, Recreation Services, and Management Services. Additionally, the City has a redevelopment agency and provides water services for the community.

The City Council is comprised of an elected Mayor and four elected at-large Councilmembers. The City Clerk and City Treasurer are also elected. The City Council appoints both the City Manager and a full-time City Attorney.

The Mayor is elected every two years and the next election is November 2005. The Councilmembers are elected every four years with two to be elected in 2005.

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## ***THE POSITION***

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The Principal Civil Engineer, under the supervision of the Deputy Director of Administration and Engineering, is responsible for planning, organizing and directing the activities of the Engineering Division. The position has broad project management duties and will supervise, review and evaluate the work of assigned staff for accuracy, suitability and completeness. Additionally, this position supervises staff involved in reviewing private development, interprets the application of design criteria, checks plans and specifications for accuracy of design and completeness, assists in the preparation, coordination and monitoring of the operating and capital improvement budget. The position:

- Plans, organizes, and directs the activities of an assigned section of the Engineering Division; assigns, reviews and evaluates the work of staff in the Section for accuracy, suitability and completeness.
- Serves as a member of the Public Works Department’s management team and participates in the development and implementation of Division goals, policies and procedures; administrative planning; and problem resolution.
- Plans, coordinates, and supervises responsible engineering work in connection with municipal Public Works projects; manages the design of engineering plans and specifications for the construction of streets, storm drains, parks, signals, buildings and other improvements.
- Supervises review of private development and/or subdivision plans for conformance to standards. Participates in the development of capital improvement projects for compliance with City specifications; resolves disputes between the City and developers, contractors, engineers and the general public relative to City policies, specifications, regulations, procedures and extra work.
- Decides on design procedures and interprets the application of design criteria; checks plans and specifications for accuracy of design and completeness. Interprets and applies relevant codes, ordinances, rules and regulations.
- Provides continuing technical assistance to staff; supervises and participates in the work of lower-level engineering staff in preparation of project plans, agreements, specifications, cost estimates and contract administration for capital projects.

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## ***THE IDEAL CANDIDATE***

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The ideal candidate must have a broad range of technical engineering skills and an exceptional ability to understand and adapt to new challenges. Additionally the candidate will possess a history that demonstrates the following necessary attributes and qualities:

- Demonstrated knowledge of complex civil engineering principles and practices as applicable in a municipal setting, including geotechnical engineering, utilities, transportation, land development and buildings.
- Demonstrated ability to successfully lead and motivate staff in timely completion of multiple projects in a changing organization.
- Knowledge of design principles, strengths of materials, stress analysis and principles of mechanical, electrical and structural engineering and surveying as they apply to the design and construction of Public Works projects.
- Demonstrated skill and experience in managing large projects, contractors and consultants.
- Demonstrated history of taking the proactive approach and being resourceful, creative and innovative.
- Demonstrated ability to review finished products and completed staff work to ensure that the highest level of professional standards is met.
- Demonstrated ability to prepare, coordinate and maintain operating and capital improvement budgets.
- Demonstrated history of excellent verbal and written communication skills.
- Demonstrated knowledge of local and state laws, codes and regulations affecting engineering activities.
- A history of being proactive in identifying problem areas and develop alternative solutions and recommendations.
- Demonstrated skill in developing and implementing improvements to systems and operations.

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## ***THE DEPARTMENT***

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The Public Works Department is responsible for the overall planning, maintenance, operation and improvement of public infrastructure, including streets, storm drainage, wastewater collection, potable water distribution and storage, and groundwater well production. The department also provides project management services for a majority of the City's annual capital improvement program.

The Department is organized into four divisions—Administration and Engineering, Streets/Storm/Wastewater, Water and Central Garage. There are 48 authorized positions in the 2004/05 budget.

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## ***EDUCATION AND EXPERIENCE***

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Any combination of experience and training that provides the required knowledge and abilities desired. Typical background may include the following education and experience:

### **Education:**

Graduation from an accredited four-year college or university with a degree in civil engineering or a closely related field.

### **Experience:**

A minimum of five (5) years of increasingly responsible professional civil engineering experience performing duties at least comparable to an Assistant Engineer; at least two years of this experience must be equivalent to an Associate Civil Engineer or above, and this must have included experience as a project manager. Experience in municipal professional engineering and supervisory experience are strongly preferred.

### **Registration:**

Possession and maintenance of a valid registration as a Professional Registered Civil Engineer in the State of California.

### **Certification:**

Must be able to provide DMV printout at time of background and maintain valid drivers license.

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## ***BENEFITS***

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### **SALARY**

The salary range is \$85,340—\$105,948 plus 0.5% city paid deferred compensation match.

### **RETIREMENT**

The City and employee both contribute to the Public Employees' Retirement System (PERS) 2.7% at 55. Employees contribute 8% (with an increase anticipated in July) on a tax deferred basis. Employees do not pay Social Security, but do pay 1.45% Medicare coverage.

### **INSURANCE**

The City provides full employee and dependent coverage (including domestic partner) with a choice of medical, dental and vision plans, and the employee currently contributes \$267 per month for the package. Life insurance equal to one year's annual salary and Long Term Disability (LTD) coverage are provided at no cost.

### **LEAVE**

Includes 10 - 23 days vacation per year depending on length of service (credit for prior public sector work experience will be considered), 12 days annual sick leave, 14.5 paid holidays and 60 - 80 hours annually of management leave.

### **OTHER**

Employee Home Loan Assistance Program, 2.5 % Bilingual Incentive Pay, credit union membership, pre tax commute vouchers (employee cost), personal/professional development account of \$500 annually, direct deposit (required) and tuition reimbursement.

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## ***MISSION STATEMENT***

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The City of San Bruno exists to provide exemplary services for our community that enhance and protect the quality of life.

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## ***VISION STATEMENT***

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San Bruno will be the Peninsula City of choice in which to live, learn, work, shop and play.

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## ***SAN BRUNO VALUES***

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- Integrity
- Protecting, guarding and shepherding public resources and interests
- Teamwork
- Exemplary service to the community
- Competent, well-trained employees
- Friendliness
- Commitment to the community

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## ***SELECTION PROCESS***

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### **To Apply:**

If you are interested in this outstanding opportunity please submit a city application (required), resume and five references to:

**City of San Bruno  
Human Resources Division**  
567 El Camino Real  
San Bruno, CA 94066  
Phone (650) 616-7055  
Fax (650) 742-6515  
[hr@sanbruno.ca.gov](mailto:hr@sanbruno.ca.gov)

First Review Date:  
**Friday, July 30, 2004**

Application Screening: **August 2 - 6, 2004**

Tentative Preliminary Interviews:  
**Friday, August 13, 2004**

Finalist Selection and Background:  
**September 2004**

**Position open until filled.**

